AGENDA FOR THE PLAN COMMISSION

Members noticed must notify the person who prepared agenda (see below) at least 24 hours before the meeting as to whether they <u>will not</u> be able to attend this meeting.

Date and Time: Tuesday, May 19, 2020 – **5:15 PM**

Location: Council Chambers, Municipal Building, 101 South Blvd., Baraboo, Wisconsin **Member Notices:** Mayor Palm, P. Wedekind, R. Franzen, J. O'Neill, T. Kolb, D. Marshall, E. Geick.

Others Noticed: T. Pinion, K. Downing, E. Truman, Jake Buswell, Greg Held, Gregg Borucki, Misty Muter, Joe

Colossa, Jon Bare, Steve Cohoon, Library, and Media.

Remote participation at this meeting is allowed and encouraged. Commission members and the members of the public wanting to participate remotely must dial:

Conference Call No: +1 414 662 3639 Conference Code No: 373 500 808#

PETITIONERS OR REPRESENTATIVES MUST BE PRESENT OR SUBJECT <u>WILL NOT</u> BE HEARD BY THE COMMISSION!

1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll Call
- c. Approve agenda.
- d. Approve March 17, 2020 meeting minutes.
- **Public Invited to Speak** (Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.)

3. New Business

- a. Consideration of a Request by Three Amigos Property Management, LLC to review a combined GDP/SIP in accordance with Steps 3 & 4 of the Planned Development process to construct a 66-unit multi-family residential complex, located at 325 Lynn Street, in a B-1 Central Business zoning district.
- b. Review a Conceptual Development Plan in accordance with Step 2 of the Planned Development process for MAJ 3, LLC to allow a multi-family residential development in a B-3 Highway Oriented Business zoning district on the 5.3-acre parcel on the north side of South Blvd. in the SE¼ of the NW¼ of Section 3, T11N, R6E, located at 1420 South Blvd. and formerly occupied by the Honey Boy Mobile Home Park, by Jerry Maj.
- c. Review a Conceptual Development Plan in accordance with Step 2 of the Planned Development process for Collaborative Properties, LLC to allow a two-tenant professional office building in a B-3 Highway Oriented Business zoning district on the 0.25-acre vacant parcel on the south side of 8th Street, located at 908 8th Street by Misty Muter and Chris Sommerfield.
- d. Review a Conceptual Development Plan in accordance with Step 2 of the Planned Development process for the Al Ringling Brewing Company, Inc to allow an outdoor beer garden with a decorative fence in a B-1 Central Business zoning district for the property located at 623 Broadway, on the southwest corner of 5th Ave and Broadway, Joe Colossa, Donald Horowitz, Jon Bare, and Griffin James.

e. Review and approve a two-lot Certified Survey Map for Steven & Sandra Cohoon for land in the City's Extraterritorial Plat Approval Jurisdiction, located on the west side of Hager and Mine Roads, south of Waldo Street, being part of the NE ¼ of the NW ¼ of Section 11, T11N, R6E, Town of Baraboo, Sauk County, Wisconsin.

4. Adjournment

Phil Wedekind, Mayor Designee

Agenda prepared by Kris Jackson, 355-2730, Ext. 7309 Agenda Posted by Kris Jackson on May 18, 2020

PLEASE TAKE NOTICE, that any person who has a qualifying as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 south Blvd., or phone 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, NOT A NOTICE TO PUBLISH.

Minutes of Plan Commission Meeting March 17, 2020

<u>Call to Order</u> – Phil Wedekind called the meeting of the Commission to order at 5:15 PM.

<u>Roll Call</u> – Present were Phil Wedekind, Roy Franzen, Jim O'Neill, Kolb, and Dee Marshall. Dennis Thurow and Pat Liston were absent.

Also in attendance were Mayor Palm, Engineer Tom Pinion, Kennie Downing, and John Downing.

Call to Order

- a. Note compliance with the Open Meeting Law. Wedekind noted compliance with the Open Meeting Law.
- b. <u>Agenda Approva</u>l: It was moved by O'Neill, seconded by Kolb to approve the agenda as posted. Motion carried unanimously.
- c. <u>Minutes Approval</u>: It was moved by O'Neill, seconded by Franzen to approve the minutes of the February 18, 2020 meeting. Motion carried unanimously.

<u>Public Invited to Speak</u> (Any citizen has the right to speak on any item of business that is on the agenda for *Commission action if recognized by the presiding officer.*) – There were no speakers.

Public Hearing

a. The request of Kennie & John Downing for a Conditional Use Permit to convert the existing structure into a two-family residential dwelling in an R-1A Single-Family Residential zoning district, located at 440 16th Street, City of Baraboo, Sauk County - There being no speakers, the hearing was declared closed.

New Business

a. Consider Kennie & John Downing's request for a Conditional Use Permit to convert the existing structure into a two-family residential dwelling in an R-1A Single-Family Residential zoning district, located at 440 16th Street, City of Baraboo, Sauk County Wisconsin – Pinion presented background saying that the house was built in 1961 and the owner reportedly built the home so that the two floors could easily be separated into two individual units; however, has not ever been used for anything other than a single-family home. He said that the Downings would like to convert the property into a two-family dwelling. Pinion said that the home already has two separate entrances, independent garages with two driveways, and will not require any remodeling. He said that two-flat dwellings in an R-1A zoning district are listed as a conditional use. It was moved by Kolb, seconded by Franzen to approve the Conditional Use Permit as requested. On roll call vote for the motion, Ayes-Franzen, O'Neill, Kolb, Marshall, and Wedekind. Nay-0, motion carried 5-0.

<u>Adjournment</u> - It was moved by Kolb, seconded by O'Neill to adjourn at 5:20 p.m. The motion carried unanimously.

Phil Wedekind, Mayor Designee

PLAN COMMISSION ITEM SUMMARY May 19, 2020

SUBJECT: CONSIDERATION OF A REQUEST BY THREE AMIGOS PROPERTY

MANAGEMENT, LLC TO REVIEW A COMBINED GDP/SIP IN ACCORDANCE WITH STEPS 3 & 4 OF THE PLANNED DEVELOPMENT PROCESS TO CONSTRUCT A 66-UNIT MULTI-FAMILY RESIDENTIAL COMPLEX, LOCATED AT 325 LYNN STREET, IN A B-1 CENTRAL BUSINESS ZONING DISTRICT.

SUMMARY OF ITEM A: Three Amigos entered into a Pre-Development Agreement that was approved by the Council on October 08, 2019 and they are continuing with the process of purchasing this property from the City of Baraboo. Since the proposed project does not neatly fit into the long list of permitted uses in a B-1 Central Business zoning district, a Planned Development Overlay it warrants consideration. (You may recall that this property was previously rezoned with a PUD Overlay in June 2018 for a previous developer.) Three Amigos have submitted the attached drawings for your consideration of their proposed apartment complex. Included in the packet is a site plan, building elevations, and floor plans for the proposed apartment complex to review as a GDP/SIP for this single-phase project.

The final Site Plan, Storm Water Management Plan, Site Lighting Plan, and Landscaping Plan will be submitted for review and approval at a future date.

COMPLIANCE/NONCOMPLIANCE:

Pursuant to Section $17.36B - \underline{Planned\ Unit\ Developments}$, I have found the application to be complete and have reviewed it for compliance with the ordinance.

ACTION: Approve/Conditionally Approve/Deny the GDP. APPROVE/Conditionally Approve/Deny the SIP.

ACTION: Forward to Common Council for a Public Hearing on the Re-Zoning with a recommendation to

Approve the Planned Development overlay district.

SUBJECT: REVIEW A CONCEPTUAL DEVELOPMENT PLAN IN ACCORDANCE WITH STEP 2

OF THE PLANNED DEVELOPMENT PROCESS FOR MAJ 3, LLC TO ALLOW A MULTI-FAMILY RESIDENTIAL DEVELOPMENT IN A B-3 HIGHWAY ORIENTED BUSINESS ZONING DISTRICT ON THE 5.3-ACRE PARCEL ON THE NORTH SIDE OF SOUTH BLVD. IN THE SE¹/₄ OF THE NW¹/₄ OF SECTION 3, T11N, R6E, LOCATED AT 1420 SOUTH BLVD. AND FORMERLY OCCUPIED BY THE HONEY BOY

MOBILE HOME PARK, BY JERRY MAJ.

SUMMARY OF ITEM B: This is only the review of a preliminary concept plan. Should this project proceed, it will likely be a PUD with a full GDP/SIP submittal that will be carefully reviewed by the Commission at a future date.

Jerry Maj recently purchase the property at 1420 South Blvd, formerly occupied by the Honey Boy Mobile Home Park. He has since cleaned the property up and removed the remaining trailers. He is considering developing the property as a multi-family residential development and has provided a proposed site plan that is included in the packet. The subject property and all of the surrounding property to the east are zoned B-3 but since that zoning does not allow multi-family residential dwellings as either a Principal Use or a Conditional Use, he would like to have a PUD Overlay zoning considered for this project in lieu of rezoning it to R-4.

COMPLIANCE/NONCOMPLIANCE:

Pursuant to Section 17.36B – <u>Planned Unit Developments</u>, I have found the application to be complete and have reviewed it for compliance with the ordinance.

ACTION: Provide informal feedback relating to the proposed land division. No formal action is necessary and any feedback you care to offer is non-binding.

SUBJECT: REVIEW A CONCEPTUAL DEVELOPMENT PLAN IN ACCORDANCE WITH STEP 2 OF THE PLANNED DEVELOPMENT PROCESS FOR COLLABORATIVE PROPERTIES, LLC TO ALLOW A TWO-TENANT PROFESSIONAL OFFICE BUILDING IN A B-3 HIGHWAY ORIENTED BUSINESS ZONING DISTRICT ON THE 0.25-ACRE VACANT PARCEL ON THE SOUTH SIDE OF 8TH STREET, LOCATED AT 908 8TH STREET BY MISTY MUTER AND CHRIS SOMMERFIELD.

SUMMARY OF ITEM C: This is only the review of a preliminary concept plan. Should this project proceed, it will likely be a PUD with a full GDP/SIP submittal that will be carefully reviewed by the Commission at a future date.

The applicant recently purchased this property with the intent to building a new commercial office building, which is a permitted use in the B-3 zoning district. They have considered several possible layouts for their project and would like to situate the building along back portion of the site and provide parking in front of the building. The underlying B-3 zoning regulations require a 25-foot rear yard setback since the adjoining property is zoned residential. They would like to reduce the rear yard to 10 feet (which is incidentally the setback for an accessory structure.), which is what creates their need for a PUD Overlay zoning. Everything else would be comply with the underlying B-3 regulations.

The applicants have provided the attached site plan, building plans, and renderings of their proposed project. Although site plan review will occur at a later date, it's worth noting that a shared driveway would be strongly preferred to avoid yet another direct access to 8th Street (STH 33), in accordance with the recent City's East Side Corridor Study and the DOT's STH 33 Corridor Study.

COMPLIANCE/NONCOMPLIANCE:

Pursuant to Section $17.36B - \underline{Planned\ Unit\ Developments}$, I have found the application to be complete and have reviewed it for compliance with the ordinance.

ACTION: Provide informal feedback relating to the proposed land division. No formal action is necessary and any feedback you care to offer is non-binding.

SUBJECT:

REVIEW A CONCEPTUAL DEVELOPMENT PLAN IN ACCORDANCE WITH STEP 2 OF THE PLANNED DEVELOPMENT PROCESS FOR THE AL RINGLING BREWING COMPANY, INC TO ALLOW AN OUTDOOR BEER GARDEN WITH A DECORATIVE FENCE IN A B-1 CENTRAL BUSINESS ZONING DISTRICT FOR THE PROPERTY LOCATED AT 623 BROADWAY, ON THE SOUTHWEST CORNER OF 5TH AVE AND BROADWAY, JOE COLOSSA, DONALD HOROWITZ, JON BARE, AND GRIFFIN JAMES.

SUMMARY OF ITEM D: This is only the review of a preliminary concept plan. Should this project proceed, it will likely be a PUD with a full GDP/SIP submittal that will be carefully reviewed by the Commission at a future date.

A Conditional Use Permit for the operation of the micro-brewery as a tourism-oriented manufacturing business was approved on December 18, 2018. The applicants have been working hard to complete their project. As part of the liquor license application, they would like to include an on-site beer garden that would be located on the southeast side of the building. Although a beer garden is allowed in a B-1 zoning district, our licensing code

requires a solid 6-foot high fence to enclose it. The owners would like a more decorative fence that complements the historic Al Ringling Mansion and rather than rezone the property to B-3 Highway Oriented Business, they would prefer to maintain the existing zoning and obtain a PUD Overlay.

COMPLIANCE/NONCOMPLIANCE:

Pursuant to Section $17.36B - \underline{Planned\ Unit\ Developments}$, I have found the application to be complete and have reviewed it for compliance with the ordinance.

ACTION: Provide informal feedback relating to the proposed land division. No formal action is necessary and any feedback you care to offer is non-binding.

SUBJECT:

REVIEW AND APPROVE A TWO-LOT CERTIFIED SURVEY MAP FOR STEVEN & SANDRA COHOON FOR LAND IN THE CITY'S EXTRATERRITORIAL PLAT APPROVAL JURISDICTION, LOCATED ON THE WEST SIDE OF HAGER AND MINE ROADS, SOUTH OF WALDO STREET, BEING PART OF THE NE ¼ OF THE NW ¼ OF SECTION 11, T11N, R6E, TOWN OF BARABOO, SAUK COUNTY, WISCONSIN.

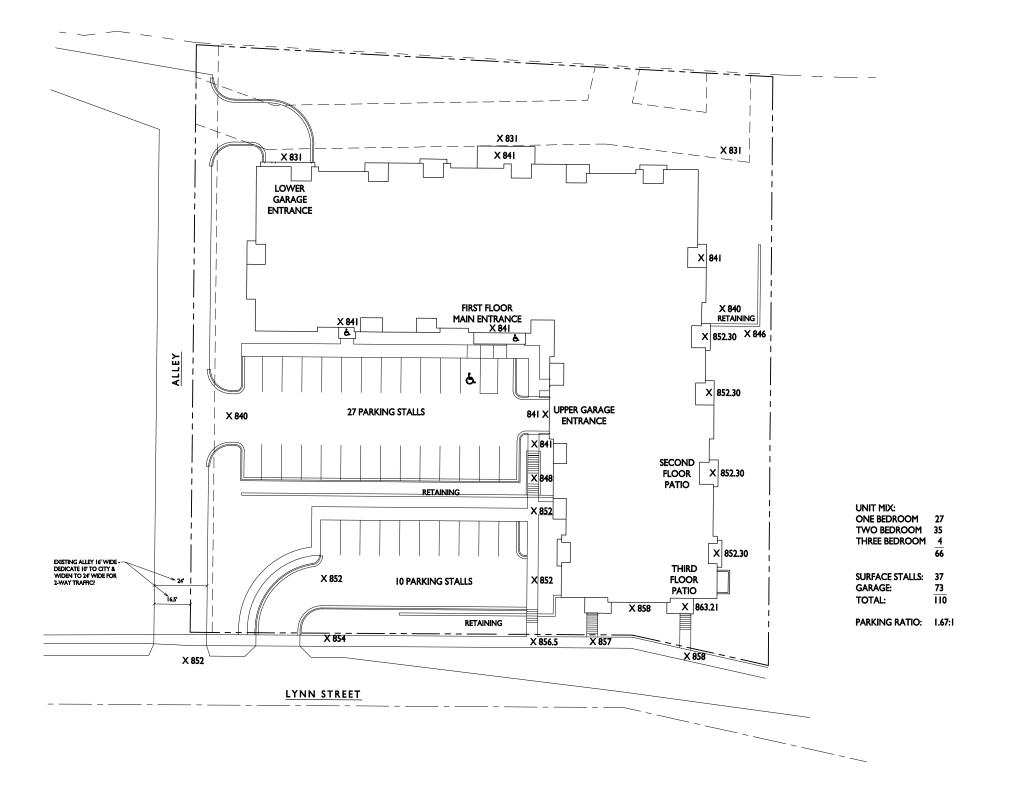
SUMMARY OF ITEM E: Steven & Sandra Cohoon are proposing to subdivide a 36.52-acre parcel (net size) into two lots. The City's minimum lot size for any new lot in the ETJ area is 20 acres for both the proposed lot and remnant. Only one of the proposed new lots meets this requirement. Although our ETJ regulations offer several exceptions to the "20-acre rule", the proposed CSM **fails** to meet any of those proposed exceptions. I have carefully reviewed this matter with the City Attorney and we agree that since the proposed CSM does not meet the City's requirement, it cannot be approved.

The Town of Baraboo has reportedly approved this CSM and Sauk County CP&Z staff has reviewed the CSM and has no apparent objection.

COMPLIANCE/NONCOMPLIANCE:

Pursuant to Section 18.02(8)(a)(2) – <u>Minimum Lot Size or Parcels in the City's ET Plat Approval Jurisdiction</u>, I have found the CSM to be complete and have reviewed it for compliance with the ordinance and determined that it does not comply with our Ordinance requirements.

ACTION: Deny CSM



GRAPHIC SCALE

SITE PLAN

[C-1.1] |1" = 20".0"



ISSUED May 12, 2020

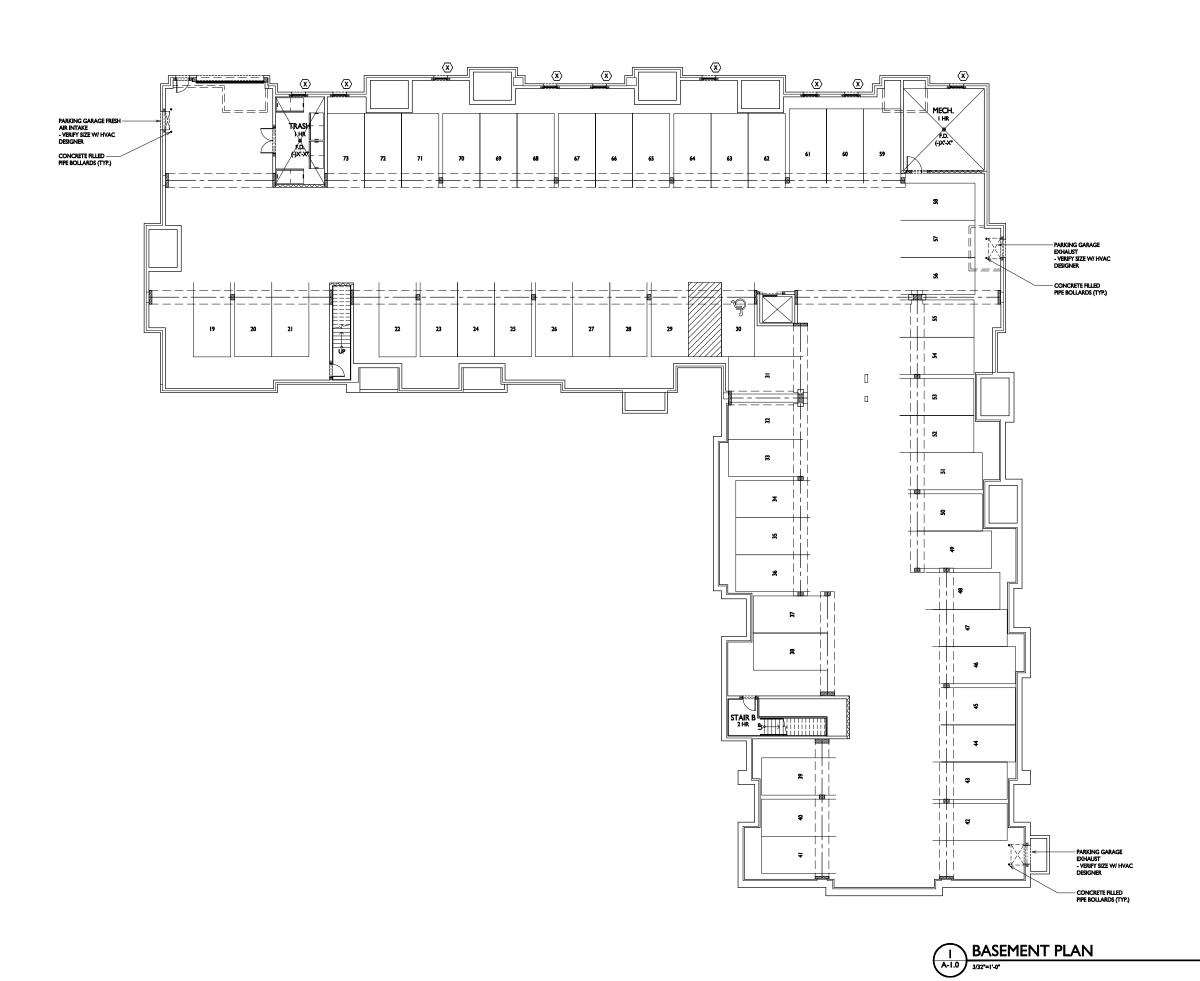
PROJECT TITLE
Baraboo
Apartment
Development

Site Address:
325 Lynn Street
Baraboo, WI
SHEET TITLE
Site Plan

SHEET NUMBER

C-1.1

ROJECT NO. 1968





Baraboo
Apartment
Development

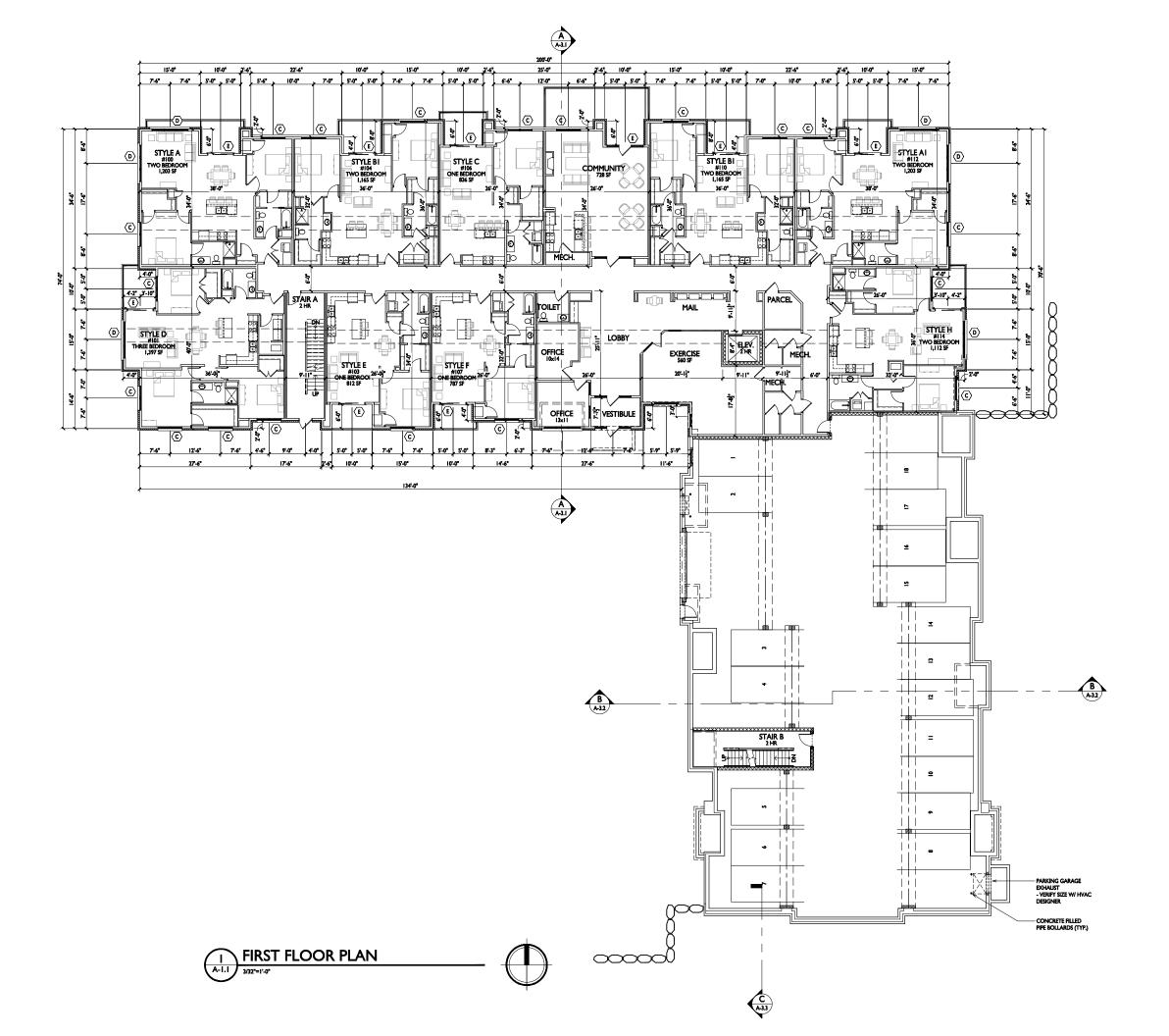
Site Address:
325 Lynn Street
Baraboo, WI
SHEET TITLE
Basement Plan

SHEET NUMBER

A-1.0

PROJECT NO. 1968

• 2013 Knothe & Bruce Architects, LLC





PROJECT TITLE
Baraboo
Apartment
Development

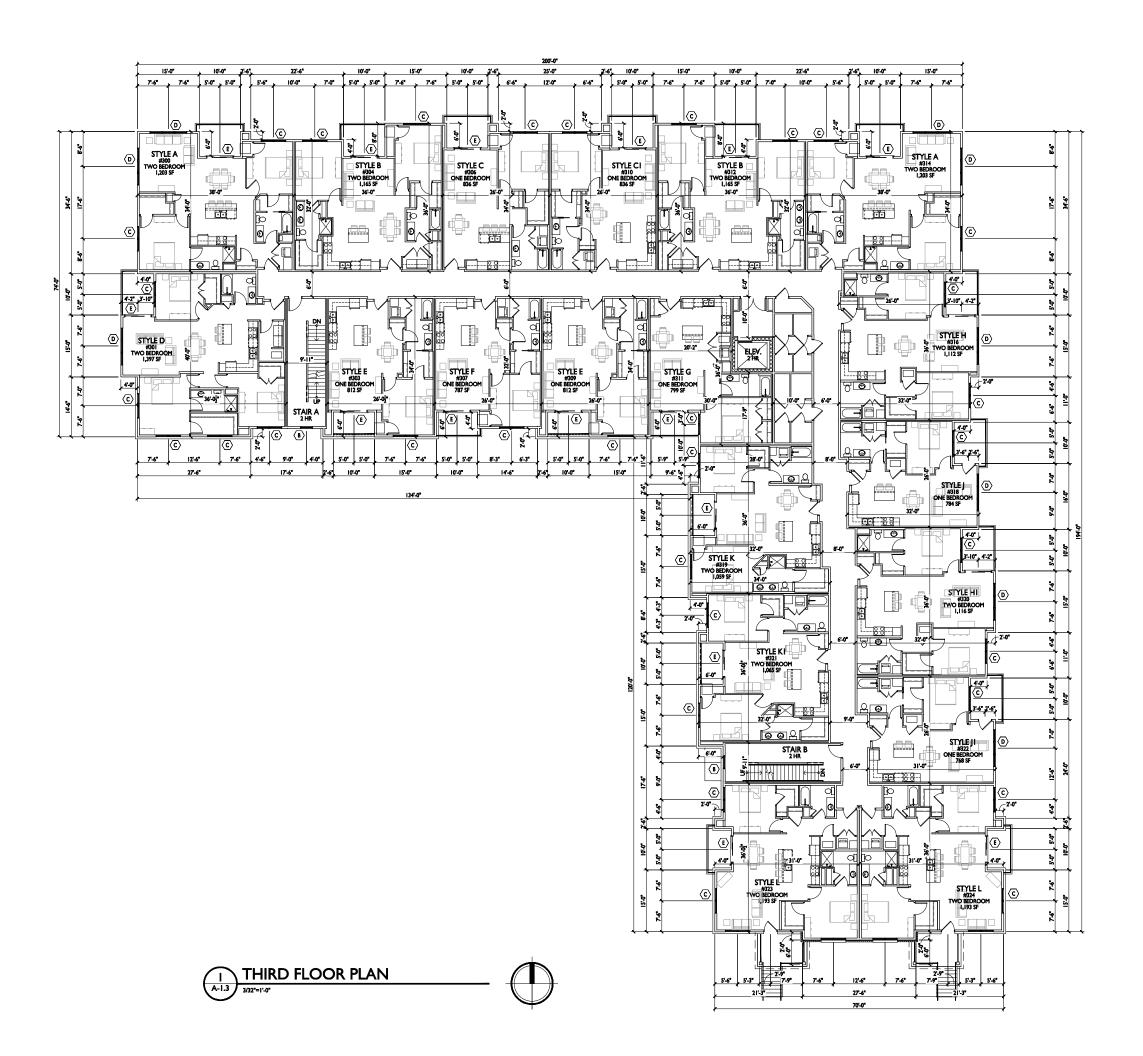
Site Address:
325 Lynn Street
Baraboo, WI
SHEET TITLE
First Floor Plan

SHEET NUMBER

A-1.1

PROJECT NO. 1968

• 2013 Knothe & Bruce Architects, LLC





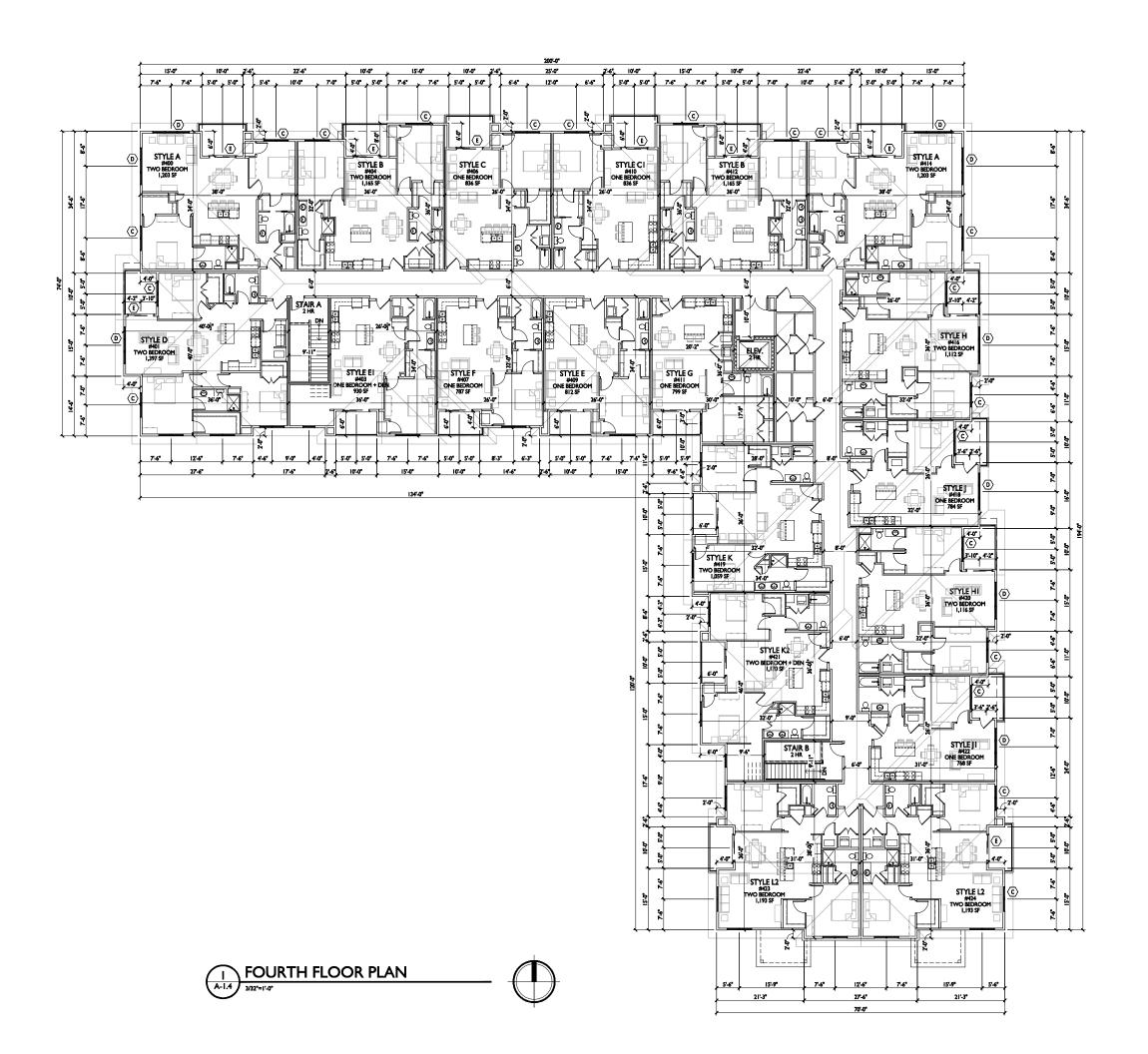
PROJECT TITLE
Baraboo
Apartment
Development

Site Address:
325 Lynn Street
Baraboo, WI
SHEET TITLE
Third Floor Plan

SHEET NUMBER

A-1.3

PROJECT NO. 1968





PROJECT TITLE
Baraboo
Apartment
Development

Site Address: 325 Lynn Street Baraboo, WI SHEET TITLE

Fourth Floor Plan

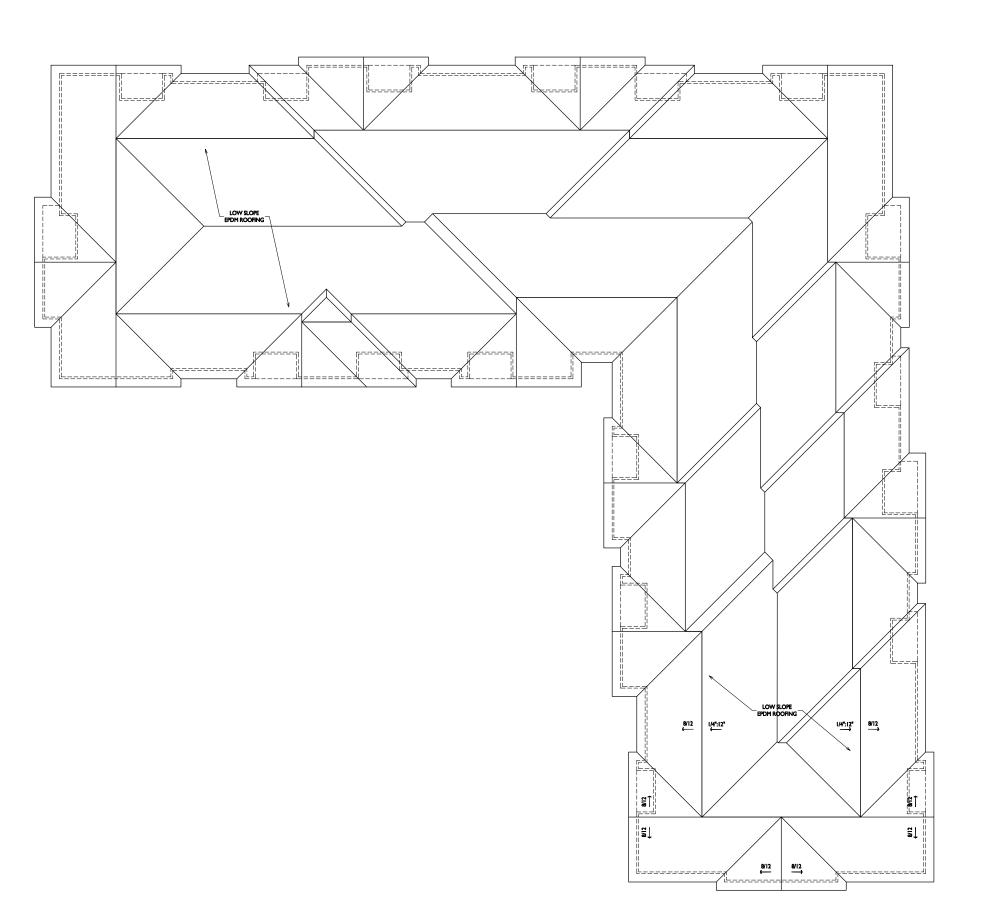
SHEET NUMBER

A-1.4

© 2013 Knothe & Bruce Architects, LLC

1968

PROJECT NO.





ISSUED Issued for xyz - Month Day, Year

Baraboo
Apartment
Development

Site Address:
325 Lynn Street
Baraboo, WI
SHEET TITLE
Roof Plan

SHEET NUMBER

A-1.5

PROJECT NO. 1968
© 2013 Knothe & Bruce Architects, LLC







NORTH ELEVATION



PROJECT TITLE

Baraboo

Apartment

Development

Site Address:
325 Lynn Street
Baraboo, WI
SHEET TITLE
Exterior
Elevations

SHEET NUMBER

A-2.1

PROJECT NO. 1968





Baraboo
Apartment
Development

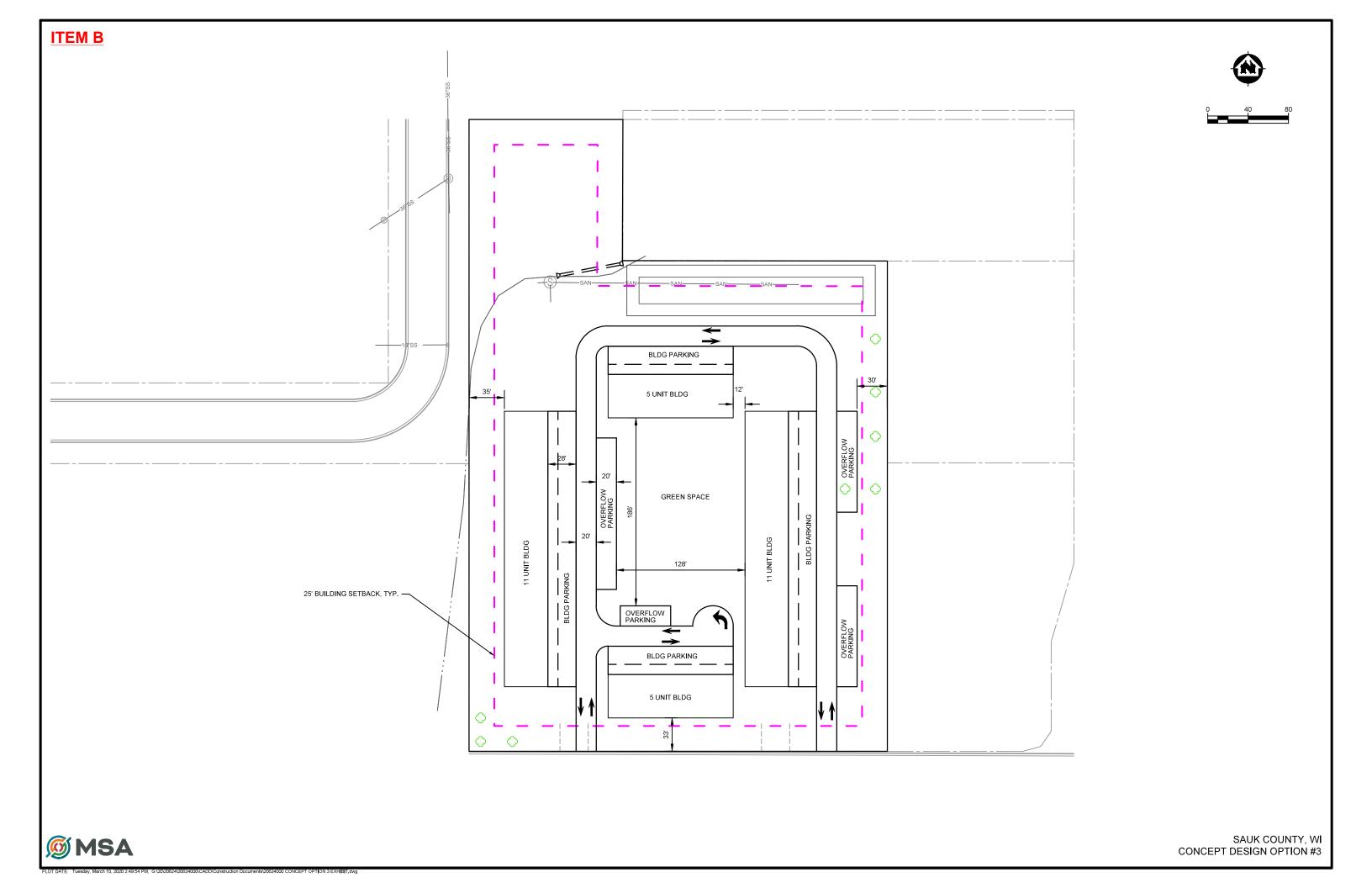
Site Address:
325 Lynn Street
Baraboo, WI
SHEET TITLE
Exterior
Elevations

SHEET NUMBER

A-2.2

ROJECT NO. 1968





ITEM C

General Written Description of the proposed Planned Development for 908 8th St. for informal discussion at the next Plan Commissioning Meeting

Collaborative Properties is a joint venture of Misty Muter and Chris Sommerfield. Misty Muter owns a law firm, Muter Law office, LLC and Chris Sommerfield owns a mental health practice, Collaborative Journey Counseling. We are looking to construct a professional office building on the vacant lot located at 908 8th Street (across from Pierce's Market Fresh, f/k/a Viking). The building would house our two businesses with the potential of adding a tenant that would provide similar professional services.

The allowable building perimeter of the lot limited our possible building footprints. It is a narrow lot – about 82' wide. Despite this we have settled on a floor plan and design for the building. However, under the current setbacks, this does not leave much greenspace viewable from 8th Street. It is our preference to incorporate landscaping to add character to the lot and improve the building's curb appeal. We have hired a landscape architect to help.

We are pursuing a Planned Development to move the building to the back of the lot. By doing so we can utilize landscaping between 8th Street and the parking lot, in addition, to greenspace between the building and the parking lot.

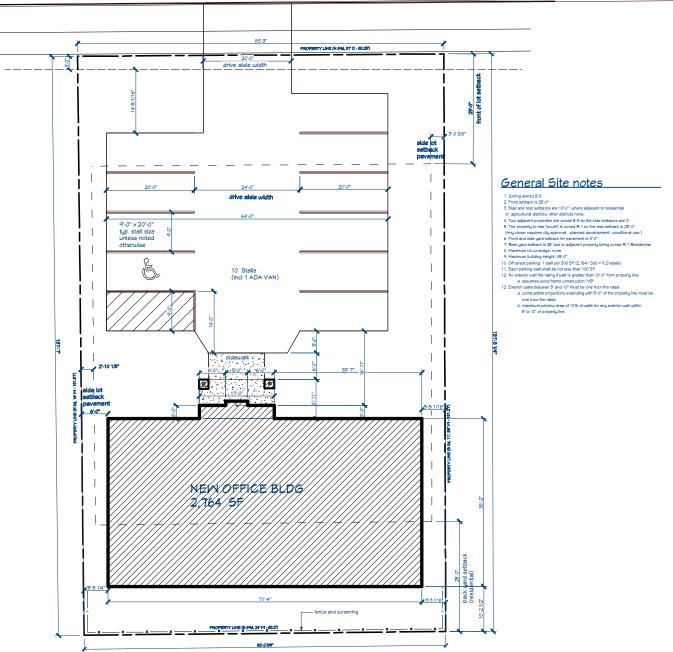
The southern board is shared with a residential lot that contains a single-family home. The current setback is 25'. We are requesting it be 10'. All other setbacks/zoning requirements for B-3 zone would be followed.

One caveat with the images of our building: We are likely to use a common roof and not a hip roof as depicted in the pictures.

SM1

8th Street

66' from front of lot to center of HIMY 33 (8th St)

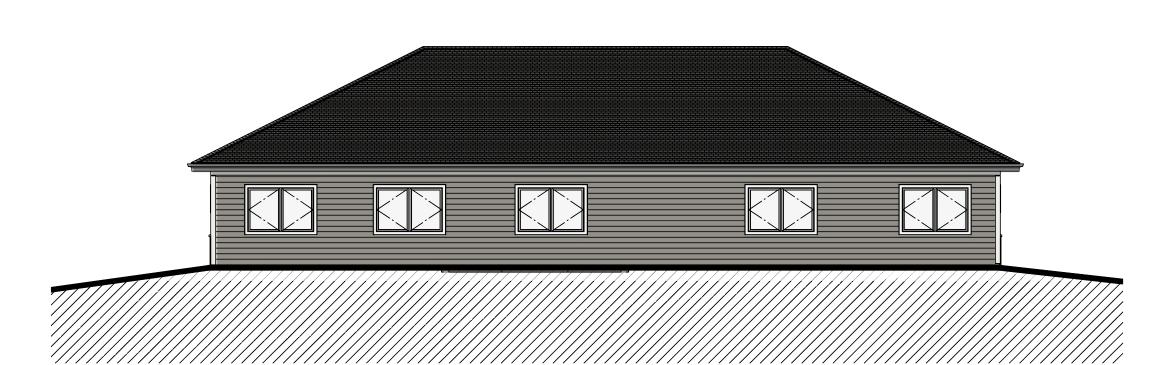


A2

← 6:12 6:12 € 6:12

A3

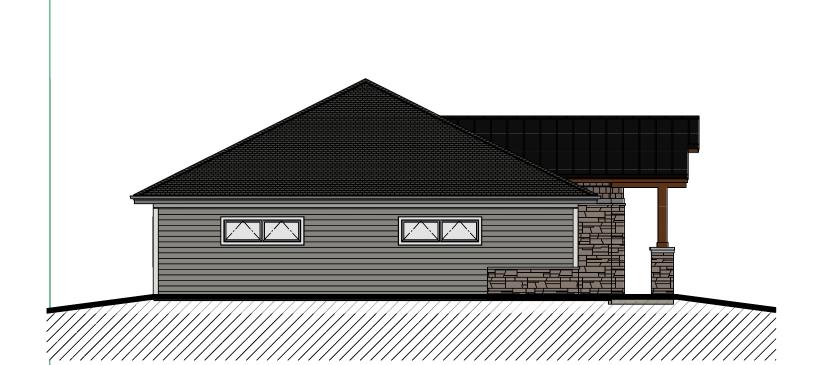




A6

Mest Exterior Elevation

SCALE: 1/4" = 1"-0"



East Exterior Elevation

SCALE: 1/4" = 1'-0"







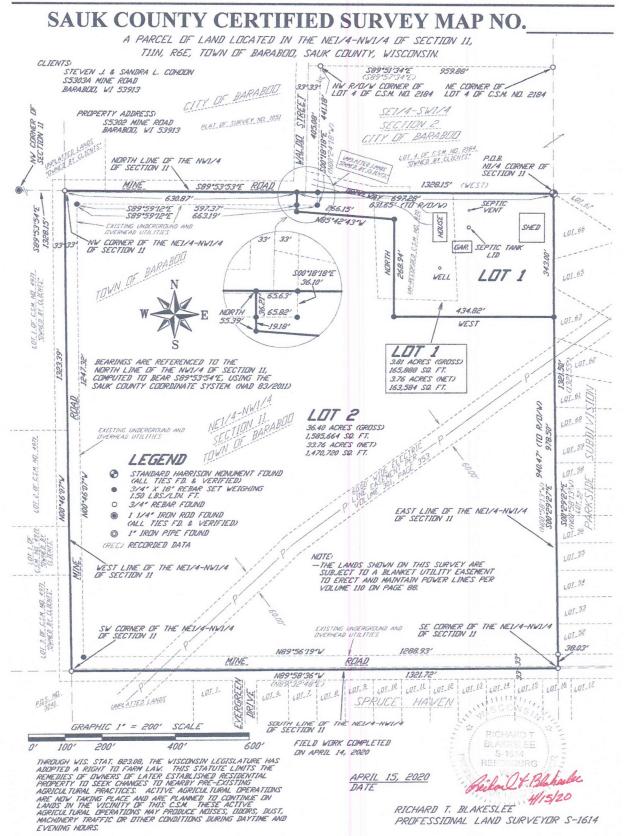




BLAKESLEE LAND SURVEYING

1228 E. MAIN STREET REEDSBURG, WI 53959 (608) 524-0402

SHEET 1 DF 3



SURVEYOR'S CERTIFICATE

I, Richard T. Blakeslee, Professional Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land located in the NE1/4-NW1/4 of Section 11, T11N, R6E, Town of Baraboo, Sauk County, Wisconsin; being more fully described as follows:

Commencing at the North ¼ corner of Section 11, said point being the point of beginning; thence S00°29'27"E, 1321.50 feet along the Easterly line of the NE1/4-NW1/4 of Section 11, a portion of said line also being a Westerly line of the Parkside Subdivision to the Southeast corner of the aforesaid forty; thence N89°58'36"W, 1321.72 feet along the Southerly line of the aforesaid forty to the Southwest corner thereof, said point also being the Southeast corner of Lot 3 of Sauk County Certified Survey Map Number 4971; thence N00°46'07"W, 1323.39 feet along the Westerly line of the NE1/4-NW1/4 of Section 11, said line also being the Easterly lines of Lots 1, 2 and 3 of Sauk County Certified Survey Map Number 4971 to the Northwest corner of the aforesaid forty, said point also being the Northeast corner of Lot 1 of Sauk County Certified Survey Map Number 4971; thence S89°53'53"E, 1328.15 feet along the Northerly line of the aforesaid forty, a portion of which also being the Southerly line of Lot 4 of Sauk County Certified Survey Map Number 2184 to the point of beginning.

Said parcel contains 40.21 acres, more or less, and is subject to the right's-of-way of Mine Road, an electric line easement as recorded in Volume 301 on Page 353, a blanket utility easement to erect and maintain power lines as recorded in Volume 110 on Page 88 and all other existing utility easements.

That I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, the Town and City of Baraboo Subdivision Regulations and the Sauk County Land Resources and Environment Department Subdivision Regulations. Also that this map is in compliance with Chapter A.E. 7 of the Administrative Code of the State of Wisconsin to the best of my knowledge and belief in surveying, dividing and mapping the same.

That such plat is a true and correct representation of the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have performed such Certified Survey under the direction of Steven J. & Sandra L. Cohoon, S5303A Mine Road, Baraboo, WI 53913, owners of said lands.

04-15-2020 Date

> Richard T. Blakeslee Professional Land Surveyor S-1614

Soil Certificate

Lot 2 of this Certified Survey Map has not had a Soil's Evaluation done. No construction for human habitation will be allowed on Lot 2 until an approved sanitary septic site has been approved by the office of Sauk County Land Resources and Environment Department. Lot 1 has an existing septic system.

Baraboo Town Board Approval

Resolved, that this Certified Survey in the Town of Baraboo, be and is hereby approved.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Baraboo Town Board and made effective this ______ day of _______, 2020.

Town Board Chairman

Resolved, the compliance with Cha Land Resources and I herby certif	apter 236 of the Wisconsin Statutes Environment Department Subdivis	n of Baraboo, be and is hereby approved in s, and the zoning requirements of the Sauk County sion Regulations. Depreced copy of a resolution adopted by the Sauk
Date		Administrator
City Resolution Resolved that	the Certified Survey Man attached	d hereto, and filed with the City of Baraboo,
Wisconsin, by the Ci	ty of Baraboo, owners are hereby a the City of Baraboo, Wisconsin.	approved by the Plan Commission and the
		Plan Commission and Common Council City of Baraboo, Wisconsin
Baraboo City Engine	er	Baraboo City Mayor
	fy that the foregoing is a copy of a il of the City of Baraboo, Wisconsi	resolution adopted by the Planning Commission in.
Date	ApprovedBaral	boo City Clerk
	2511.1	
		William State of the State of t
04-15-2020 Date		RICHARD T
	Richard T. Blakeslee	REE CHURG /5 - WIS
	Professional Land Surveyor S	-1614 Richard + Blokerbe
		11.90